

## Partial Runway Construction Closure Checklist

**Partial Runway Closure** (Displaced-Relocated Threshold)

**Start date:**

		Required	Status	Date Complete	Reason Not Accomplished
	<b><i>As Early as Possible:</i></b>				
1	Review best practices/lessons learned	X			
2	Notify local Technical Operations System Support Center (SSC) of proposed start and end dates to begin NAVAIDs evaluation for impact and to begin the Strategic Event Coordination (SEC) for NAVAID shutdown during construction	X			
3	Review airport Master Plan (long-range) with airport authority Review the Airport Layout Plan (ALP) and Construction Safety Phasing Plan (CSPP); review specific imminent phases (revisit as funding changes); request daily updates be posted on airport authority webpage; does this project also require a taxiway closure?	X			
4	Notify the Airport Construction Advisory Council via email to the following address: <a href="mailto:9-AJA-ConstructionCouncil@faa.gov">9-AJA-ConstructionCouncil@faa.gov</a> Request Construction Notice if warranted	X			
5	Coordinate closure coincidental to publication/charting date with sponsor Published Departure/Arrival instrument procedures take 18-24 months Airfield Diagram depictions or AFD descriptions prior to runway opening date will require issuing NOTAMs	Best Practice			
6	Conduct and complete SMS activities (SRMD, SRMDM, etc.)	X			
7	Model the construction in the simulator	X			
8	Advise/coordinate project with regional Runway Safety Office - accomplish local RSAT focused on construction phasing, impacts, etc.	X			
9	Tailor communication strategy to this project	X			
10	Coordinate with Traffic Management - develop impact statement	X			
11	Confirm effect to instrument procedures, critical areas, protected surfaces; check with AFS	X			
12	Review necessary LOA changes related to local operators	X			
13	Use caution when the airport discusses "displaced" or "relocated" thresholds; definitions vary, and operational restrictions <u>differ</u> for both type of closures  relocated and displaced thresholds are distinguished by <u>different</u> markings, but construction urgency and short-duration closures are often not accompanied by the full complement of paint/lights spelled out in the advisory circular (AC); consider suspending instrument approaches when the runway edge lights cannot be reset to match the threshold change	X			

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		Required	Status	Date Complete	Reason Not Accomplished
14	Evaluate whether construction may generate need for new/different runway hot spot(s) Avoid configurations that result in displaced/relocated runway ending <u>between</u> taxiways at roll-out; creating "dead-end" beyond last available exit point creates unnecessary hazard and increases runway occupancy time; construction may add or eliminate some hot-spots	X			
15	Review ARFF routes/staging and suspicious materials holding areas with airport authority	X			
16	Confirm location of RSA(s) for each proposed and existing runway/taxiway affected	X			
17	Determine extent of surface surveillance (ASDE-X and/or AMASS) map changes needed and coordinate as necessary	X			
18	Determine whether video map set change is needed and coordinate as necessary	X			
19	Review Construction Safety Phasing Plan (CSPP) with Airport Division/District Office; the Division/District should notify the Planning & Requirements (P&R) office at the Service Center via a determination letter, per the Strategic Event Coordination national service level agreement Review construction safety plans submitted to Division/District and comment on vehicle routes to/from movement areas; insist on use of access roads to runway ends if construction affects intersecting runways; insist on the <u>full</u> set of markings/paint for any displaced/relocated threshold, including runway numbers and touchdown bars	X			
20	Review movement area visibility changes caused by construction	X			
21	Coordinate and draft amended Movement Area LOA as necessary	X			
22	Review runway/taxiway marking/signage changes with airport authority; cross-check that edge/centerline lights on closed section of runway can be disabled (covered) during closure Get Airport Division/District Office involved	X			
23	Consider ceiling and visibility (if any) requirements prompted by shortened runway AFS and carriers must be consulted	X			
24	Review planned nighttime lighting plans to ensure lighting is adjusted/shielded to prevent tower & pilot vision interference	X			
25	Review LAHSO changes that are necessary Coordinate changes with airport authority; may require markings, signage, and lighting	X			

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		Required	Status	Date Complete	Reason Not Accomplished
26	Review ADW and CRDA changes that are necessary If arrival tools are to be used, make sure automation and radar maps are updated	X			
27	Initiate request with AJV to amend airport diagram	X			
28	Create, approve, and publish changes to local procedures	X			
29	Notify carriers/operators of any changes in instrument procedures & planned impacts	X			
30	Conduct initial briefing to operational personnel to raise their situational awareness	X			
31	Coordinate with SSC to ensure installation of REIL's at relocated threshold if runway used for arrivals	X			
32	Coordinate with the airport authority to ensure that any permanent obstacles installed in the closed section of the runway are appropriately lighted/painted. LOC antennae have been installed at locations and were protected with a blast fence. Paint/lights help pilots see them.	X			
33	Coordinate with airport authority to explore feasibility of enhanced chevrons (size) for relocated thresholds Double-width chevrons used in some locations resulted in improved visibility of markings from pilot's perspective	X			
34	Coordinate with airport authority to explore feasibility of use of green paint to clarify distinction between usable and unusable surfaces	Best Practice			
35	Coordinate with airport authority to ensure that distance remaining signs match the (temporary) actual runway length, or are covered/removed during construction	X			
36	Coordinate with airport authority to explore feasibility of installing TORA signage at departure points TORA = Take-off Run Available	Best Practice			
<b>Within 30 Days of Project Start</b>					
37	Confirm airport diagram change publication New diagram changes can require more than 60-days if survey information is not available; communicate to AJV office early to avoid charting issues - Jeppesen (especially); Garmin, LIDO, Maptech, too AIM (Christopher Criswell – FAA lead) will confirm - <b>do not</b> call chart/map vendors directly	X			

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		Required	Status	Date Complete	Reason Not Accomplished
38	Contact AIM (AJV-2) to coordinate digital Construction Notice, (diagram showing closures); on a trial basis (largely determined by availability of GIS data); diagrams are not associated with formal AIM (AJV-2) (Aeronav) publication cycle	Best Practice			
39	Confirm points-of-contact for tactical construction/crane operations	X			
40	Conduct facility controller awareness campaign Posters, FLM crew briefings, etc. initiated NLT 2 weeks before closure Emphasize the change in runway threshold(s) & operational restrictions Consider starting the Runway (taxiway) re-opening checklists	X			
41	Conduct pilot awareness campaign; (i.e., INFO message, FFAST message) Schedule an RSAT at a minimum (Summit for Core-30 airports) approximately 30 days before closure; Letter to Airmen developed and posted Emphasize the change in runway threshold(s) markings/restrictions	Best Practice			
42	Develop cheat-sheets for tower-cab that includes Closed Areas and Vehicle Flows	X			
43	Complete simulator and classroom training	X			
44	Brief controllers and operational personnel (first briefing)	X			
	<b>Within 2 Weeks of Project Start</b>				
45	Brief FLMs/OMs/CICs on ATIS review requirements refresher prior to closure	X			
	<b>On Day of Closure</b>				
46	Re-brief controllers/operational personnel	X			
47	Stage project knowledgeable staff personnel in operating quarters (day and night shifts) Plans & Procedures personnel or facility project focal as applicable	X			
48	ATIS software checked to ensure information is broadcast digitally through ARINC  This item is required only if facility has users that employ ACARS as a means of obtaining the ATIS	X			
49	ATIS to include the word "Warning," "shortened," and "feet available" when describing runway closure <i>Phraseology: "Warning, runway ____ has been shortened, _____ (length) feet available."</i>	X			
50	Check ATIS content on TDLS	X			
51	Verify NOTAMs in place; review for accuracy	X			

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		Required	Status	Date Complete	Reason Not Accomplished
51	Implement policy of including "shortened" when clearing users to restricted (reduced length) runways <i>Phraseology: Runway___ shortened, cleared for takeoff."</i> <i>Phraseology: Runway___ shortened, cleared to land."</i>	X			
52	Do not use the term "full length" when the runway length available for departure has been temporarily shortened	X			
53	Implement changes to surface surveillance (ASDE-X and/or AMASS) maps	X			
54	Implement rewritten Movement Area LOA	X			
55	Make necessary changes to IDS-4	X			
56	Ensure distance remaining signs have been covered/modified on closed runway Verify that runway lighting intensity on parallel runways does not lead to airborne visibility misunderstandings Ensure that edge/centerline lights on closed section of runway are disabled (covered) during closure	X			
57	Update all Orders, Notices, LOA's, binders as needed	X			
58	<b>JUST SAY "NO"</b> - no last minute changes If airport (or contractor) fails to abide by the agreed phasing, FAA should request <u>immediate</u> meeting with airport sponsor; Consider suspending operations when "radio-out" (lost communications) with vehicle (or aircraft) occurs in construction movement area	X			
	<b>During Construction</b>				
59	Re-check all websites: (Runway Safety, airport authority, etc.) - ensure they stay current	X			
60	Recheck NOTAMs and ATIS constantly; review for accuracy Advise airport authority of any NOTAM discrepancies; have separate person review ATIS recordings Ensure barricade placement matches NOTAMs and other operational restrictions during construction	X			
	<b>Following Construction</b>				
61	Report out to the District Manager, Service Area Director, & Airport Construction Advisory Council (ACAC)	X			
62	Conduct surveys targeted at reviewing construction activities and mitigations to determine effectiveness of new procedures Adverse trends and/or unsafe findings are reported to the ACAC	X			

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Notes/comments: